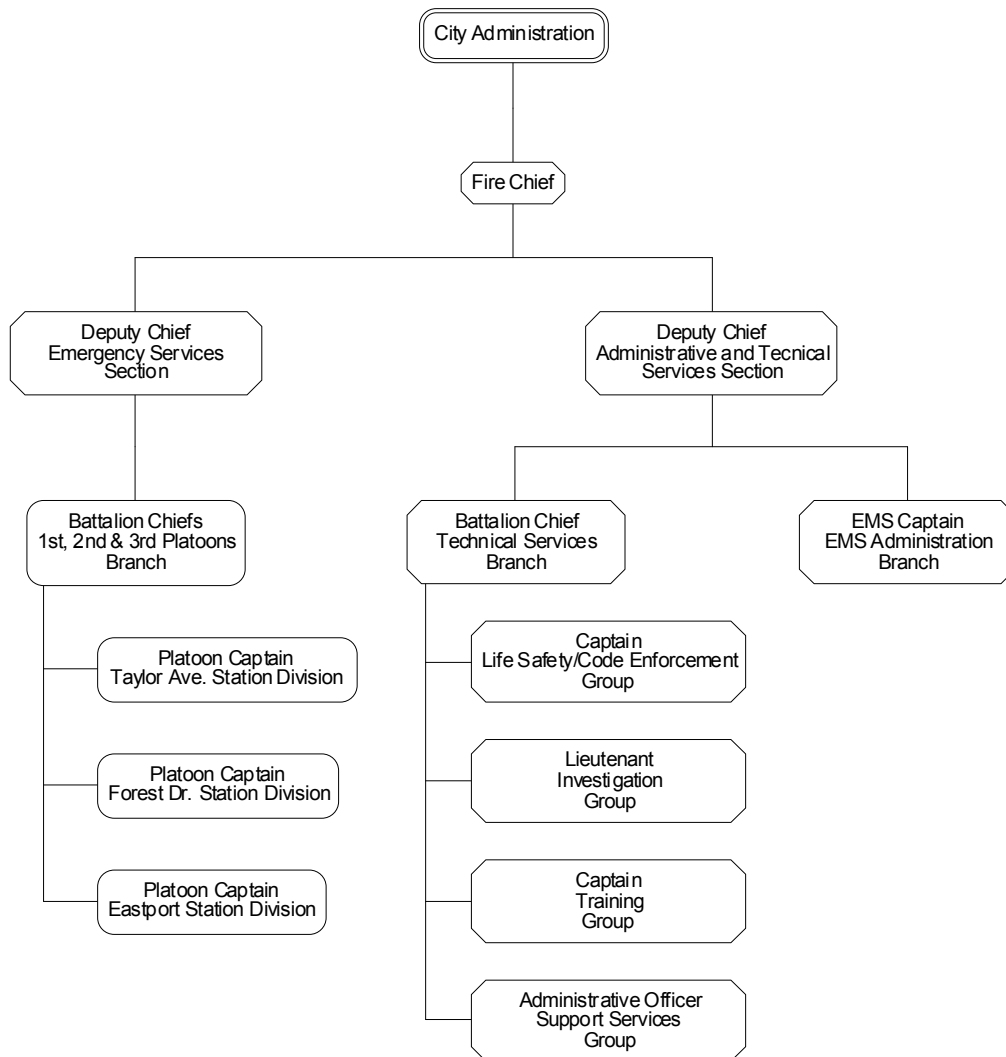


CITY OF ANNAPOLIS

Fire Department



Fire Department Service Delivery Programs

Fund Support:

General Fund

Description:

The Annapolis Fire Department is an all-hazards emergency service agency that provides the following services: fire suppression, emergency medical services, technical rescue response, hazardous materials technical response, response to weapons of mass destruction, marine rescue/firefighting and explosive services. These services are carried out by three engine companies, two truck companies, and three advance life support paramedic units. The department utilizes a rescue/haz-mat squad dependent on staffing from an engine company and a fireboat dependent on staffing from a truck company. The Fire Marshal's Office Investigation Section provides the staff and equipment for explosive activities. The department provides the following non-emergency services: fire prevention/life safety, fire investigation, and public education.

Mission:

The Annapolis Fire Department exists to provide a safe environment for the community by minimizing the impact of fire, disaster, hazardous conditions, illness and injury through information, public education, quality service and efficient utilization of resources.

Goals &

Objectives:

- Enhance public safety by minimizing the impact of fire, disaster, and hazardous conditions by implementing programs (e.g. fire suppression) in accordance with guidelines established by National Agencies.
 - Use NFPA 1710 deployment objectives as guideline for fire suppression. NOTE: May need to adjust to also meet work week recommendations from SafirRosetti.
 - Enhance risk assessment.
 - Reduce apparatus maintenance down-time.
 - Enhance safety program.
 - Apparatus and vehicle/vessel replacements.
 - Enhance fire training program.
 - Assess standard of coverage (SOC).
- Maintain HazMat and Weapons of Mass Destruction (WMD) equipment.
- Minimize the impact of illness and injury to the citizens of Annapolis and surrounding areas by effective management of the Emergency Medical Services (EMS).
 - Minimize paramedic overtime and maximize paramedic rotation to reduce burnout.
 - Enhance EMS Data Management.
 - Enhance Emergency Medical Services Quality Assurance/Quality Improvement.
- Develop and deliver Public Education Program in response to risk assessments and community targeted educational needs.
 - Enhance data collection and reporting for public education activities.
 - Form community outreach group including the Hispanic community.
 - Form Juvenile Fire-Setter Intervention Coalition.
- Manage all fire inspections and code enforcement needs of the City.
 - Continue to evaluate the Fire Prevention Codes.
 - All commercial buildings inspected at a maximum time interval of three years.
 - Develop Comprehensive Inspection Guidelines for the Manual.
- Ensure efficient utilization of resources including pro-active budget and facility review.
 - Explore opportunities for generating and obtaining funds.
 - Conduct pro-active budget analysis.
 - Conduct Internal Facilities Assessment concurrent with Eastport Fire Station Renovation/Replacement.
 - Review Anne Arundel County Service Support.
 - Allocate administrative tasks to appropriate personnel.
- Create a high quality and diverse workforce for the Annapolis Fire Department.
 - Assign a full-time recruitment facilitator.
 - Identify and target recruitment efforts to include candidates from groups that have been left out.
 - Develop a process whereby the appointing authority selects from the top

Fire Department Service Delivery Programs

- continued -

- 10-15 candidates for entry positions.
- Review existing policy regarding nepotism, educate department, and update when necessary.
- Negotiate with union to allow the appointing authority to select from one promotional list. Change promotional procedures.

Administrative and Technical Services:

Administrative and Technical Services consists of several groups. Two of the groups, namely Life Safety/Code Enforcement, and Investigation and Explosive Services, are assigned to the Fire Marshal's Office. The other groups are Training and Support Services.

Fire Marshal's Office:

Description:

The mission is to preserve life from fire, explosion and other hazards through prevention, education, code enforcement, and fire and explosion investigation, and to enforce the City Code, the State Fire Prevention Code and the Fire Laws of Maryland.

Training Services:

To determine the training needs of the department and implement programs to meet those needs.

Support Services:

Serves as Administrative Assistant to the Administrative and Technical Services Officer.

Emergency Services:

Description:

To protect against injury or loss of life by fire, accident, or hazardous condition, and safeguarding of property through the prompt extinguishment, control or abatement of an incident utilizing

resources provided by the Mayor and Council.

Emergency services consists of the 108 personnel who staff the fire engines, truck companies, rescue truck, fireboat, and medical units of the department. They are the first line of defense against the perils of fire, accident, or hazardous conditions.

Other departments of the City use Emergency Services to accomplish tasks requiring the unique equipment of this department.

Emergency Services assists the Fire Marshal's Office in conducting in-service inspections and public education programs.

Emergency Medical Services provide emergency health care, rescue, and related services to the citizens and visitors of the City of Annapolis, as well as transportation to the closest appropriate health care facility.

Accomplishments:

- Eight new firefighter positions with basic and advanced life support skills were added to the department.
- One member of the Fire Marshal's Office graduated from the Anne Arundel County Police Department's Training Academy.
- In-house re-certification process for the Advanced Life Support personnel was continued.
- City Council enacted legislation which covers new residential properties and encompasses some commercial property sprinkler systems.
- City Council enacted legislation to allow the department to invoice for medical services.
- Two new engines and a new paramedic unit were added to the fleet.
- First female Captain was added to the ranks.

Fire Department Service Delivery Programs

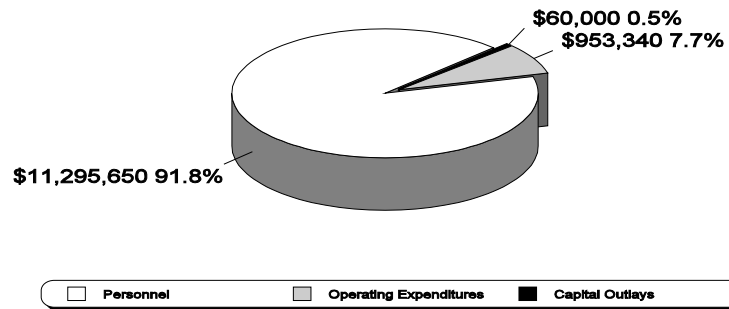
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Performance Indicators:

	<i>FY 2007 Actual</i>	<i>FY 2008 Adopted</i>	<i>FY 2009 Goal</i>
Deployment meets 17 minimum 98% of the time	18/98%	18/98%	18/98%
Assess effectiveness of risk management	0%	0%	100%
Cost benefit ratio - apparatus maintenance	0%	0%	100%
Injury and accident data	64%	70%	75%
Training records and injury data	0%	25%	100%
Equipment maintenance records show proper maintenance	50%	60%	75%
Rotation schedule and overtime	Add 3	Add 2	Add 12
Quality assurance reports	50%	50%	100%
Response time data for all box areas	100%	100%	100%
Increase in public education hours	308	350	400
Hispanic community survey	25%	30%	40%
Monthly & annual fire-setter statistics	75%	75%	100%
City Codes meets or exceeds State and National Codes	100%	100%	100%
Inspection files indicate inspections meet goals	0%	0%	80%
Available funds applied for	65%	65%	100%
Productivity of administrative and FMO personnel	0%	50%	100%

<i>Budget Summary</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Adopted</i>	<i>FY 2009 Adopted</i>	<i>Percent Change</i>
Personnel	\$10,031,520	\$10,814,680	\$11,295,650	4.45%
Other Operating Expenditures	940,640	961,840	953,340	-0.88%
Capital Outlay	0	14,000	60,000	100.00%
Total Expenditures	\$10,972,160	\$11,790,520	\$12,308,990	4.40%

Fire Department
Budget By Expenditure Type



Because the Fire Department consists of only one major division, a comparison of divisional budgets is not applicable.

Fire Department Staffing Summary

	<i>FY 2007 Actual</i>	<i>FY 2008 Adopted</i>	<i>FY 2009 Adopted</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Fire - Uniformed	117	125	137
Fire - Civilian	5	6	6
Department Total	122	131	143

Staffing Summary By Position - FY 2009 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Fire:</i>		<i>Civilian:</i>	
Fire Chief	1	Fire Inspector	1
Deputy Fire Chief	2	Administrative Office Associate	1
Fire Battalion Chief	4	Fire Administrative Officer	1
Fire Captain	7	Fire Apparatus Maintenance Specialist	1
Fire Lieutenant	17	Office Associate IV	1
Firefighter 1/C	30	Office Associate III	1
Firefighter I - III	76		

Note: Firefighter positions (1/C and I-III) vary based on the firefighters level of qualification and certification.